

Visitor Clearance SOP

Instruction: SECNAVINST 5510.30A, Chap. 11

Enclosures: (1) Passing Security Clearances/Visit Request /Passing Security Clearances/Visit Requests memo from NPS Security Manager

BACKGROUND:

This SOP describes the process of arranging for permission for NPS personnel to visit other commands, which is essentially security clearance verification. Verification of a traveler's security clearance is an administrative function conducted between respective security managers. It is up to the traveler to ensure that clearances are sent in a timely manner.

The NPS Security Manager's Office requires clearance requests to be submitted with complete information, at least five working days prior to departure.

POLICY:

NPS Security Manager's guidelines and Navy/DoD regulations.

PROCEDURES:

For TOP SECRET and below - to be submitted in the following format at least five working days prior to departure to securitymgr@nps.navy.mil.

All information listed below must be included in the request.

- (1) Complete US Postal Service mailing address of command or activity to be visited.
- (2) Security Point of Contact (POC) fax number, both commercial and DSN
- (3) TAD Site POC Data:
 - (a) Rank/Name/Office Code
 - (b) POC Voice telephone number, both commercial and DSN
- (4) Duration of Visit:
 - (a) Arrival date
 - (b) Departure date
- (5) Level of Access required at TAD site (TOP SECRET, SECRET or CONFIDENTIAL)
- (6) Purpose of visit:
- (7) If destination is the Pentagon: room number and office code for the individual or organization being visited.

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For Secret Compartmentalized Intelligence (SCI) access: A visit request form (available in the Glasgow SCIF) must be completed by the traveler (not the travel arranger). SCI accesses must be passed via Special Security Officer (SSO) channels. The request information can not be submitted via e-mail, since occasionally the compilation of the information provided is classified. Requests must be made a minimum of five working days prior to departure.

PASSING SECURITY CLEARANCES-VISIT REQUESTS
PASSING SECURITY CLEARANCES/VISIT REQUESTS

Ref: (a) SECNAVINST 5510.30A, CHAP 11

1. Background. Frequently, TAD travelers to other commands require access to classified information. Hand carried visit requests are not normally accepted as evidence of an individual's security clearance. Reference (a) provides that a visit request verifying a traveler's security clearance is an administrative function conducted between respective security managers. Providing visit requests for NPS personnel is a routine function of the Security Manager's office. On a regular basis, however, we are provided with incomplete data for us to forward the visit request.

It is the traveler's responsibility to ensure that their clearances have been sent in a timely manner.

2. Effective immediately, the following procedures will be used to pass security clearances.

3. Action.

a. SCI Access. NPS personnel requiring access to SCI at the TAD site, will complete a visit request form (available in the Glasgow SCIF) to have their SCI accesses passed via Special Security Officer (SSO) channels. We cannot have this information provided to us via e-mail, since occasionally, the compilation of the information provided is classified. The visit certification form must be provided to the SSO office at a minimum, 5 working days, prior to departure.

b. Top Secret and below. NPS personnel will provide the following information to the Command Security Manager's Office, at a minimum, 5 working days prior to departure. This will ensure that your clearance is on

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file at the
command you are visiting. Please provide this information in the
following
format via e-mail to securitymgr@nps.navy.mil.

(1) COMPLETE US POSTAL SERVICE MAILING ADDRESS OF COMMAND OR
ACTIVITY TO BE VISITED:

(2) SECURITY POC FAX NUMBER, BOTH COMMERCIAL AND DSN:

(3) TAD SITE POC DATA:

(a) RANK/NAME/OFFICE CODE:

(b) POC VOICE TELEPHONE NUMBER, BOTH COMMERCIAL AND DSN

(4) DURATION OF VISIT:

(a) ARRIVAL DATE:

(b) DEPARTURE DATE:

(5) LEVEL OF ACCESS REQUIRED AT TAD SITE. (TOP SECRET, SECRET
OR
CONFIDENTIAL):

(6) PURPOSE OF VISIT: (e.g., XXX-01 Mid Planning Conference,
XXX
Program Assist Visit, Attend XXX Course, etc.):

If all the information required is not provided we will be unable to
process
your visit request.

4. In addition to the information required above, personnel requiring
access to
the Pentagon must also provide a room number and office code for the
individual
or organization being visited.

5. It should be noted that although Country/Theater Clearance
Requests required
per the Foreign Clearance Guide for OCONUS TAD, also include the
travelers level
of security clearance, it does meet the requirements of security
clearance
verification at the TAD site for the purpose of accessing classified
information. A Visit Request as discussed above is the only
administrative
vehicle that facilitates this process.

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7. Thank you for your continued support of the Command Security Program; and your assistance in providing accurate and timely visit request data as we strive to continue in providing efficient support for your Personnel Security Program Requirements.